

ANNOUNCEMENT NUMBER: 04-43

OPEN TO: Current Employees of the Mission, Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies.

POSITION: Voucher Examiner, FSN-6; FP-8* - Three Positions

OPENING DATE: May 27, 2004

CLOSING DATE: June 2, 2004

SALARY: *Actual hiring grade for the person to be selected will be determined based on job knowledge and prior work experience.

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Amman is seeking three individuals for the position of Voucher Examiner in the Embassy's Baghdad Support Office (BSO) for one year duration with the prospect of renewal.

BASIC FUNCTION OF POSITION

The employee will examine travel vouchers according to appropriation law, travel and transportation regulations; review all documents submitted for in-country and international travel claim for all agencies before travel reimbursement voucher is finalized for payment; provide training to all mission staff on using the Travel Manager Plus Software; provide technical assistance in the use of the Representation Voucher software and expert advice on allowable expenses under the representation allowance; process the Foreign Allowances Application and forward the completed form to FSC Charleston; process all bills from schools for eligible employees; prepare periodic reports and analyses regarding the education allowances; verify invoices and bills received from medical service providers in connection with USG-funded medical treatment; and serve as alternate to the Payroll Liaison Assistant.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of high school.
2. One year of experience in voucher examination, bookkeeping or related clerical work.

3. Good working knowledge of English and Arabic languages.
4. Familiarity with Microsoft Office suite of software.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Freda Ateyeh
Room: 153, Ext. 6507

POINT OF CONTACT

Telephone: 5906507
FAX: 5920163

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 2, 2004

An Equal Opportunity Employer

Draft:HRO:FAteyeh:fa

Clearance:A/HRO:PLieberman

BSO:TLarson

FMO:SGarrett

Approval:A/MGT/C:VManley